



**WEATHERIZATION PROGRAM NOTICE 07-4**  
**EFFECTIVE DATE: September 28, 2007**

**SUBJECT:** Weatherization Assistance Program National Recognition Awards and Richard M. Saul Lifetime Achievement Award

**PURPOSE:** To provide criteria and guidelines for the Weatherization Assistance Program's (WAP) National Recognition Awards and Richard M. Saul Lifetime Achievement Award being presented at the 2007 National Weatherization Training Conference in Orlando, Florida. The Recognition Awards acknowledge outstanding contributions that advance the goals of WAP through individual or group achievement, inspiration, or innovation. The Lifetime Achievement Award recognizes an individual that has gone beyond the call of duty to believe in, and advocate for the Program.

**SCOPE:** The Recognition Awards Program is open to all grantees and sub-grantees that receive financial assistance under the Department of Energy's (DOE) Weatherization Assistance Program. The Lifetime Achievement Award is open to anyone in the Weatherization network, at-large.

**BACKGROUND:** In the past, DOE's WAP has recognized those individuals and organizations that have gone that "extra step" with their work in Weatherization. It is our desire to continue to recognize the dedication and commitment within our Weatherization community.

**I. NOMINEES:**

Nominees for the Recognition Awards may be individuals, groups, or organizations at the State and local level that have contributed to program accomplishments for at least two program years. Nominees for the Lifetime Achievement Award may be an individual at any level who best exemplifies the qualities of Richard "Dick" Saul, the individual that conceptualized a program in 1973 that under his leadership became the comprehensive federal Weatherization Assistance Program.

**II. EVALUATION AND SELECTION CRITERIA:**

National Recognition Awards - There will be several awards within two major divisions: Management/Administration and Technical. Awards will be given in the following categories: Leadership, Innovation, Service, Partnership, and Public Outreach.

Richard M. Saul Lifetime Achievement Award – There will be one award given based on the qualities of Dick Saul: Creativity in serving low-income communities, intelligence in program design, and, unrelenting focus on meeting the challenges facing America's low-income families.

The evaluation panel for both awards consists of members of the national 2007 Weatherization Planning Committee. Names will be removed from the nomination forms before they are submitted to the panel. The panel will rate each nominee based on the relevance of the written statements to the questions.

**III. FORMAT FOR SUBMISSIONS:**

Each nomination must be accompanied by one of the enclosed form(s).

Nomination forms are also available at <http://www.eere.energy.gov/weatherization/conference/> in the Awards section. Please fill out the form completely and submit, or download the PDF file and mail or fax to:

**2007 Weatherization National Recognition Awards**  
**CEM, LLC**  
**1474 Freeman Drive**  
**Amissville, VA 20106**  
**Fax: (540)-937-7848**

#### **IV. COMPLETING THE NOMINATING FORM:**

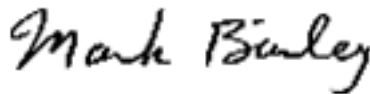
National Recognition Awards - Each nomination form contains seven questions with each question having three possible answers. Check the box that best describes how relevant the information is to the nominee. Then, provide examples to support the rating. "Very relevant" or "relevant" denotes that most, if not all, of the criteria within the question pertains to the nominee. All questions may not be applicable to every nominee, in which case no narrative is necessary. Additional information can be included on a separate sheet of paper and submitted with the nominating ballot.

Richard M. Saul Lifetime Achievement Award - The nomination form contains three topic areas. Provide examples to support each statement. Additional information can be included on a separate sheet of paper and submitted with the nominating ballot.

#### **V. DUE DATES:**

This is the opportunity to nominate individuals, groups or organizations that deserve the recognition of their peers for contributions made to the program. Please share the forms with other staff members who work in the program.

Nominations must be received by November 1, 2007. Judges' selections will be made by November 8, 2007.



Mark Bailey  
Acting Program Manager  
Office of Weatherization  
and Intergovernmental Program  
Energy Efficiency and Renewable Energy

Enclosures